Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Quarterly Caseload Report**, therefore it is important that cases are disposed and entered correctly and timely to correspond with the 2005 Caseload Time Guidelines.

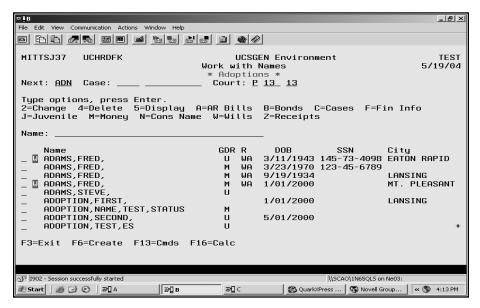
TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them.

The following pages will detail the various ways to create events. There is no right or wrong way, it is a matter of which process is the most efficient for you.

The four options used to create events are as follows:

- Option #1 Enter ADE (Add Adoption Event) and the case number, then press <ENTER>.
- **Option #2** Enter EVT (then the case number, then <F6> to create.
- Option #3 Enter ADC (Work with Cases) then "E" next to the case number, then <F6> to create.
- Option #4 Enter ADN (Work with Adoption Names), then "C" for cases, then "E" next to the case number, then <F6> to create.

The next few pages will take you through case disposition, beginning at the name level, through to the event.

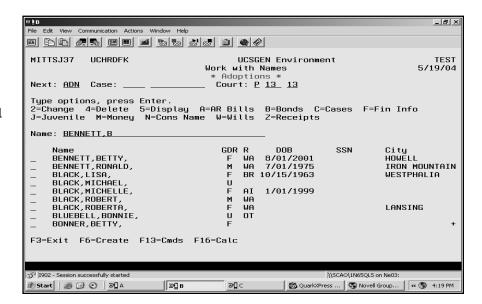


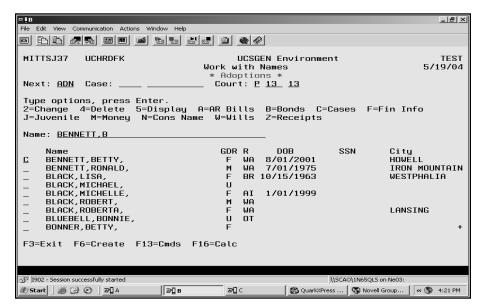
Step #1

From any screen, enter ADN (Adoption Name) and press <ENTER>. You will be returned to the **Work with Names** screen.

Step #2

Search for the name by entering the Lastname, First initial and pressing the <ENTER> key.



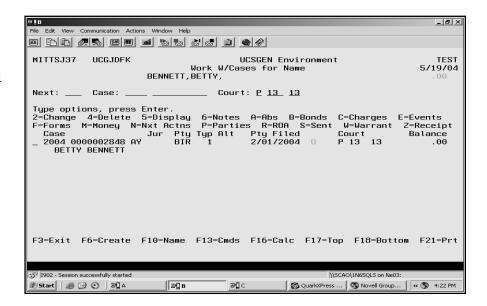


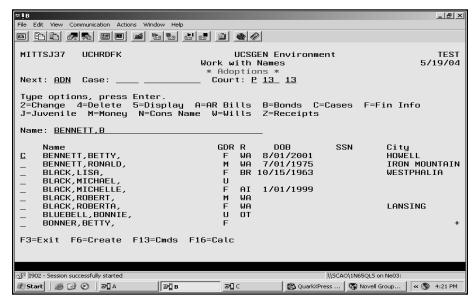
Step #3

Enter a "C" for cases next to the name and press <ENTER>.

Step #4

You will be returned to the Work with Cases for Name screen.



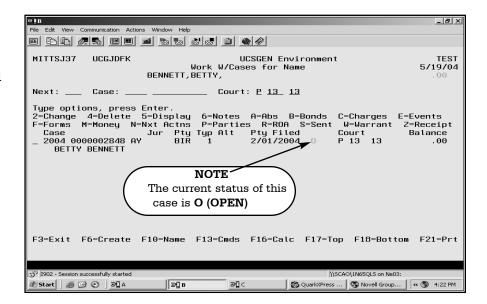


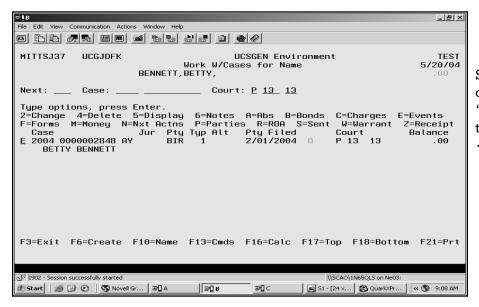
Step #3

Enter a "C" for cases next to the name and press <ENTER>.

Step #4

You will be returned to the Work with Cases for Name screen.



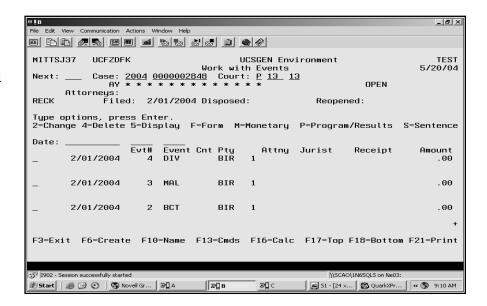


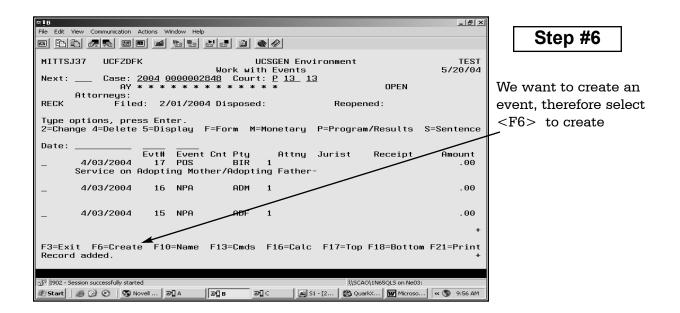
Step #4

Since we want to create an event, select "E" for Events next to the case and then <ENTER>.

Step #5

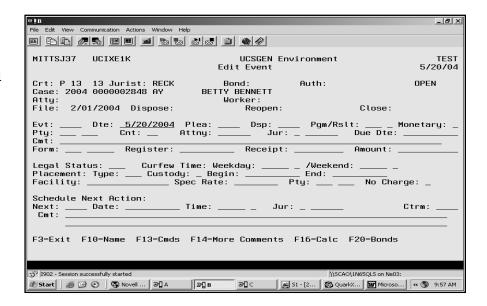
You will be returned to the **Work with Events** screen.

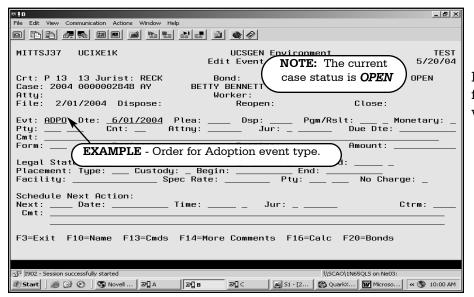




Step #7

You will be returned to the **Edit Event** screen.



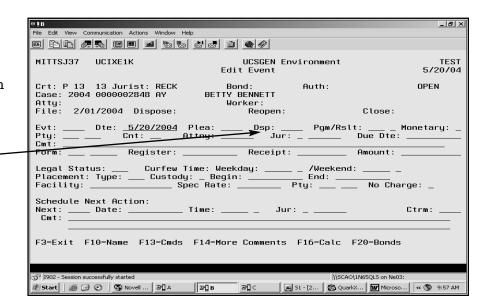


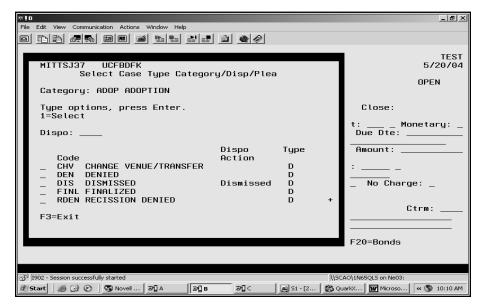
Step #8

Enter the event code for the document that will dispose this case.

Step #9

Dispose the case with the disposition code appropriate for this case by entering the code at the **Dsp** field



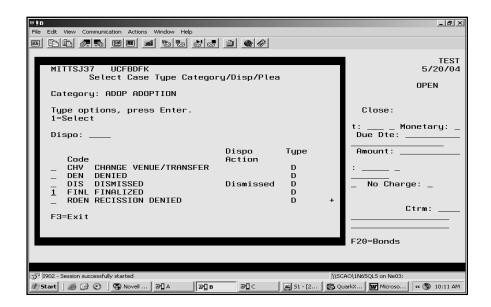


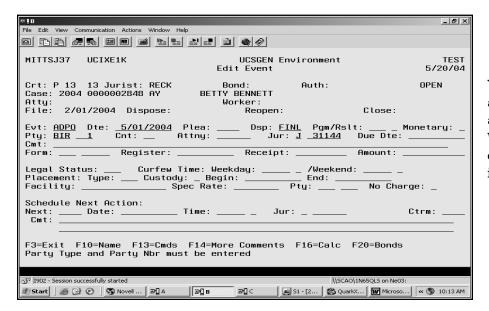
Step #10

If you do not know the disposition code, <F4> prompt at the **Dsp** field.

Step #11

Select the appropriate disposition with a "1" and press <ENTER>.



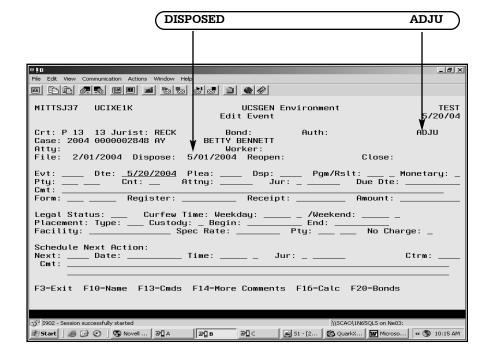


Step #12

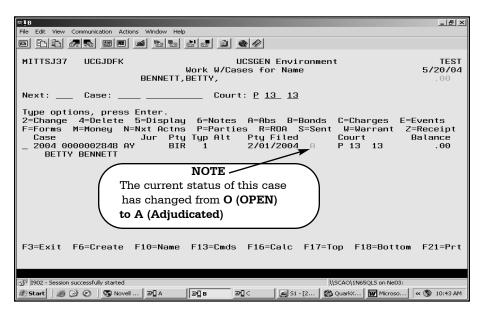
You may add additional comments at the **Cmt** field. When you have entered all desired information, press <ENTER>.

Step #13

Note that the case has gone from OPEN to ADJU (Adjudicated) and the date the case was disposed is taken from the date of the event



The case be will be counted on the Caseload Report, Part 2 (Method of Disposition) Section G (Adoption).



Step #14

You may add additional comments at the **Cmt** field. When you have entered all desired information, press <ENTER>.